

**Memorandum of Understanding  
Between  
Greater Hartford Job Corps Center  
and Hartford Public Schools**

The Hartford Public Schools, Department of Adult and Alternative Education (HPS adult education) will provide the faculty and administrative support needed to offer an adult credit diploma program GED preparation classes, adult basic education (ABE), and English-as-a-Second Language (ESL) instruction to approximately 300 students per year at the Greater Hartford Job Corps Center at an approximate cost of \$400,000. (This figure includes estimated costs for five full-time instructors, two support staff, curricular materials, and supplies.) HPS will include the costs for this instruction in the 2003 HPS adult education budget. Academic counseling will determine which students pursue an adult diploma and which pursue a GED. Initial testing will determine if a student requires ABE or ESL services. HPS adult education will tailor a program specific to the curriculum and educational needs of the Job Corps Center's student community. HPS adult education will provide all services on site at the new Greater Hartford Job Corps Center.

The adult credit diploma program will be offered on a semester basis while the GED preparation program, ABE, and ESL will be offered on an open-entry basis to accommodate the rolling nature of the Job Corps enrollment. The number of courses required to earn a diploma will vary in accordance with a participant's skill level and prior academic attainment, as will the time required for GED preparation and ABE or ESL instruction.

Primary responsibility for counseling of Job Corps participants will rest with Job Corps staff. Working collaboratively with Job Corps staff, counselors from HPS adult education will monitor course completion/credit attainment by students pursuing the adult diploma option.

ESL instruction will be offered to Job Corps participants with limited-English proficiency (LEP). ESL instruction is provided routinely by HPS adult education faculty to students on an open-entry basis and thus, would be available to the Greater Hartford Job Corps participants at no additional charge.

All former HPS students enrolled in the Greater Hartford Job Corps Center will need to be dropped officially (as defined by Connecticut law) from school system rolls before enrolling in either the adult diploma or GED classes. HPS adult education counseling staff will work with Job Corps staff to facilitate completion of the paperwork needed to enroll Job Corps members in adult education programming.

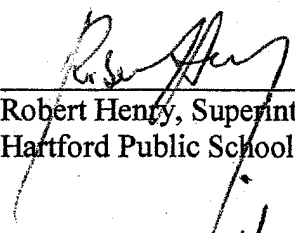
In order to ensure that Job Corps members receive appropriate credit toward adult diplomas for vocational courses offered at the Job Corp Center, it may be necessary for the Center's vocational teachers to be "certified by exception" by the Connecticut Department of Education.

HPS adult education faculty will tailor academic instruction at the Job Corps Center to align with the training achievement records and related curricular materials developed by Holland Associates for use in occupational training programs at Job Corps Centers. HPS administrators and faculty will also work with the selected Job Corps operator to ensure that the Center's occupational curricula are aligned with state standards for career and technical education.

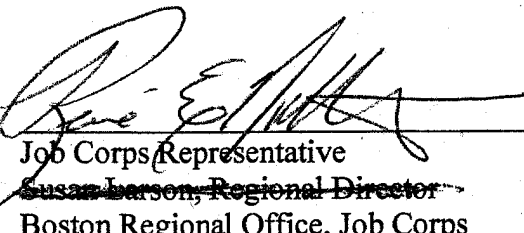
Cable access will enable Job Corps participants to participate in the wider range of educational programs offered by HPS adult education. In addition, the school system will connect the Greater Hartford Job Corps Center to its high-speed fiber optic network, with the cost to be assumed by the Greater Hartford Job Corps Center or one of the Center's linkage partners. The HPS will also work with the Center to secure favorable rates for telecommunications and Internet access.

Certified HPS adult education faculty will serve as clinical supervisors for social work graduate students who intern at the Job Corps Center through a linkage agreement with the University of Connecticut School of Social Work.

Upon the selection of an operator for the center (the operator is an entity awarded a contract by the Federal Government to directly provide or subcontract for all program services), any future modifications proposed to this Memorandum of Understanding will be negotiated with the operator.

  
Robert Henry, Superintendent  
Hartford Public Schools

Date: 1/23/03

  
Job Corps Representative  
~~Susan Larson, Regional Director~~  
Boston Regional Office, Job Corps  
RENE NUTTER, ACTING, REGIONAL DIRECTOR  
Date: 5 DEC 03

# DOL OFFICE OF JOB CORPS NATIONAL STAFF COMPENSATION REPORT

12/30/2003

Offerors shall justify proposed salary levels using prevailing wage rate data from the local labor market, this National Staff Compensation Report data sheet, or a combination of both. This table reflects independent, expert advice that has been given to the DOL Office of Job Corps concerning the average base salary levels that would be competitive within each center's local labor market. The data in this table has been adjusted for inflation to reflect average salary levels that would be appropriate at the beginning of the contract performance period and further adjusted to reflect labor conditions in the center's locality. The "mid-point" salaries provide a 24.8% employer fringe allowance along with a resulting total average compensation amount, which is a key reference point for budget formulation. Refer to accompanying POSITION TITLES table to determine the "pay group" to which specific positions have been assigned.

|   |                                     |               |                               |           |  |                               |           |                          |
|---|-------------------------------------|---------------|-------------------------------|-----------|--|-------------------------------|-----------|--------------------------|
| a. Name of Center Under Procurement.....          |                                     |               | Hartford                      |           | c. Planned Start Date of New Contract..... |                               |           | 8/1/2004                 |
| b. Geographic Adjustment Factor, This Center..... |                                     |               | 108.4%                        |           | d. Employer Paid Fringe Target Level.....  |                               |           | 24.8%                    |
| Pay Group   | Budget Element                      | Base Year One |                               |           | Base Year 2: Inflation @ 2.1%              |                               |           |                          |
|   |                                     | Low End       | Midpoint for Use in Budgeting | High End  | Low End                                    | Midpoint for Use in Budgeting | High End  | Recommended Salary Range |
| 1   | Annual Base Salary                  | \$18,515      | \$21,292                      | \$24,069  | \$18,904                                   | \$21,739                      | \$24,575  | 30%                      |
|   | Base Fringe Benefit Allowance       |               | \$5,280                       |           |  | \$5,391                       |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$26,572                      |           |  | \$27,130                      |           |                          |
| 2   | Annual Base Salary                  | \$21,100      | \$25,320                      | \$29,540  | \$21,543                                   | \$25,852                      | \$30,161  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$6,279                       |           |  | \$6,411                       |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$31,600                      |           |  | \$32,263                      |           |                          |
| 3   | Annual Base Salary                  | \$23,978      | \$28,773                      | \$33,569  | \$24,481                                   | \$29,378                      | \$34,274  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$7,136                       |           |  | \$7,286                       |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$35,909                      |           |  | \$36,663                      |           |                          |
| 4   | Annual Base Salary                  | \$28,774      | \$34,528                      | \$40,283  | \$29,378                                   | \$35,253                      | \$41,129  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$8,563                       |           |  | \$8,743                       |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$43,091                      |           |  | \$43,996                      |           |                          |
| 5   | Annual Base Salary                  | \$33,569      | \$40,283                      | \$46,997  | \$34,274                                   | \$41,129                      | \$47,984  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$9,990                       |           |  | \$10,200                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$50,273                      |           |  | \$51,329                      |           |                          |
| 6   | Annual Base Salary                  | \$38,365      | \$46,038                      | \$53,711  | \$39,171                                   | \$47,005                      | \$54,839  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$11,417                      |           |  | \$11,657                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$57,455                      |           |  | \$58,662                      |           |                          |
| 7   | Annual Base Salary                  | \$43,161      | \$51,793                      | \$60,425  | \$44,067                                   | \$52,881                      | \$61,694  | 40%                      |
|   | Base Fringe Benefit Allowance       |               | \$12,845                      |           |  | \$13,114                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$64,637                      |           |  | \$65,995                      |           |                          |
| 8   | Annual Base Salary                  | \$50,641      | \$63,302                      | \$75,962  | \$51,705                                   | \$64,631                      | \$77,557  | 50%                      |
|   | Base Fringe Benefit Allowance       |               | \$15,699                      |           |  | \$16,028                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$79,000                      |           |  | \$80,659                      |           |                          |
| 9   | Annual Base Salary                  | \$59,849      | \$74,811                      | \$89,774  | \$61,106                                   | \$76,382                      | \$91,659  | 50%                      |
|   | Base Fringe Benefit Allowance       |               | \$18,553                      |           |  | \$18,943                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$93,364                      |           |  | \$95,325                      |           |                          |
| 10  | Annual Base Salary                  | \$82,869      | \$103,586                     | \$124,303 | \$84,609                                   | \$105,761                     | \$126,913 | 50%                      |
|   | Base Fringe Benefit Allowance       |               | \$25,689                      |           |  | \$26,229                      |           |                          |
|   | Total of Base Salary + Base Fringes |               | \$129,275                     |           |  | \$131,990                     |           |                          |